

**AN ORDINANCE
BY COUNCILMEMBER ANNE FAUVER**

04-○-2111

AN ORDINANCE TO AMEND CHAPTER TWO, ARTICLE X, SECTION 2-1190 OF THE CODE OF ORDINANCES OF THE CITY OF ATLANTA (PROCUREMENT AND REAL ESTATE CODE) SO AS TO INCREASE THE ANNUAL AGGREGATE DOLLAR LIMITATION FOR SMALL PURCHASES BY EACH CITY DEPARTMENT TO \$25,000.00; TO REPEAL CONFLICTING ORDINANCES; AND FOR OTHER PURPOSES.

WHEREAS, Chapter Two, Article X, Section 2-1190 (b) (2) of the Procurement and Real Estate provisions of the Code of Ordinances of the City of Atlanta limits small purchases by city departments to \$1,000.00; and

WHEREAS, this limitation fails to take into consideration the rising cost of goods and services over the years and should be adjusted upward; and

WHEREAS, the daily operations and practical needs of the operating departments often require small purchases to perform daily functions or serve the public; and

WHEREAS, to assist City Department in being able to operate efficiently and effectively, the annual aggregate amount for small purchases should be increased to \$25,000.00.

THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA HEREBY ORDAINS AS FOLLOWS:

SECTION ONE: That Chapter Two, Article X, Section 2-1190 (c) which currently reads as follows:

Section 2-1190. Small purchases.

(c) *Limitations on small purchases made by city departments.* When small purchases are made by heads of city departments pursuant to subsection (b) of this section the following requirements shall be met:

(1) The aggregate amount of all such small purchases for each department shall not exceed an amount to be annually set administratively by the mayor during the normal budget process upon the recommendation

of the chief procurement officer, based upon the department's expenditures of the previous fiscal year, the department's estimated annual expenditures for the current fiscal year and other relevant factors;

(2) A copy of any purchase order or miscellaneous requisition shall be sent to the chief procurement officer at the time the purchase is made; and

(3) Purchases shall not be artificially divided so as to constitute a small purchase under subsection (b) of this section.

Be deleted in its entirety and the following inserted in lieu thereof:

(c) *Limitations on small purchases made by city departments.* When small purchases are made by heads of city departments pursuant to subsection (b) of this section the following requirements shall be met:

(1) The aggregate amount of all such small purchases for each department shall not **exceed \$25,000 in any fiscal year;**

(2) A copy of any purchase order or miscellaneous requisition shall be sent to the chief procurement officer at the time the purchase is made; and

(3) Purchases shall not be artificially divided so as to constitute a small purchase under subsection (b) of this section.

SECTION TWO: That all ordinances or parts of ordinances in conflict herewith are hereby repealed.